

**201—20.20(904) Incarcerated individuals' telephone commissions.****20.20(1) Definitions.**

*"Corrections board"* means the department of corrections board.

*"Deputy director of institutions"* means the person responsible for operation of institution services.

*"Director"* means the chief executive officer of the department of corrections.

*"Financial manager of administration"* means the person responsible for budgeting and planning.

*"Warden"* means the chief executive officer of the institution or correctional facility.

**20.20(2) Deposit of funds.** The department of corrections shall deposit and account for all telephone commissions in a clearing account within the central office. The financial manager of administration will determine commissions generated by each institution, based on a report from the vendor, for deposit in the institution's telephone rebate fund for incarcerated individuals.

**20.20(3) Request for funds.** Each warden will determine recurring needs and special projects and submit a written proposal to the deputy director of institutions for all expenditures and encumbrances.

**20.20(4) Review and approval of expenditures.** The deputy director of operations and the financial manager of administration will review the proposals for a quarterly presentation by the director to the corrections board for approval. The director will notify the chairpersons and ranking members of the justice system's appropriations subcommittee of the proposals prior to the corrections board approval. All expenditures and encumbrances shall require prior approval from the corrections board and the deputy director of operations. Institutions shall not be allowed to encumber or expend funds without approval. Revenues generated by telephone commissions at each institution shall be used to determine the availability of funds for each project.

**20.20(5) Permitted expenditures.** The director shall advance to the corrections board for approval only projects that benefit incarcerated individuals. Expenditures may include, but are not limited to, projects that provide educational, vocational or recreational services or projects, or work or treatment programs for incarcerated individuals. Expenditures may also be used to initiate new programs, services, or projects. Institutions shall give spending priority to programs, services, and projects that promote the health and welfare of incarcerated individuals.

This rule is intended to implement Iowa Code section 904.508A.  
[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter]